

## 1: Logging into Edulink One

1. Open <https://www.edulinkone.com/> or using the mobile application.



2. Enter the school ID 'Rushcliffe'
3. Enter username and Password  
For year 6 students this will be sent in a separate email. For those already at the school, if you do not have this you will need to contact [data@rushcliffespencer.com](mailto:data@rushcliffespencer.com) who will provide log in details

## 2: Accessing the Medical Information Form

1. After logging in you will be directed to a window displaying various headings
2. Select the 'Forms' area (Green circle on right hand side)
3. You will see a 'Medical Update Form' box. Select it, input any information you would like us to know about your child's medical needs then click save to submit the form.

**NOTE:** If your child has no specific medical needs, please type 'No Medical Needs'.

## 3: Updating Generic Details & giving Consent

### Checking and Updating Information

1. Select the 'Update Information' area
2. On the left-hand side of the screen will be the parent/carers name and the students.
3. Select each and check all the information. This will be prefilled with the information that the school has. In this section you are enabled to view and edit these details, before saving them. The changes are then reviewed by the school and then updated on Edulink One.

### Giving Consent

1. From the main menu select 'update information'
2. Select the pupils name
3. Scroll to the bottom of the document, where you will see 'parental consents'
4. Select 'parental consents' and 'check the relevant boxes.'
5. Click save in the bottom left corner.  
A description of each of these consents is found on the bottom of this document.

- In the web browser, a parent can click on the relevant individual to view the editable fields.
- In the app a parent can switch between individuals using the two-way arrow symbols (located at the end of the name)
- An editable field can be amended at any time and the requested amendments are submitted to the school by clicking the 'save' button.

General Data Protection Regulation 2018: the school has a duty to protect this information and keep it up to date.

**Emergency Medical Consent:**

The pupil to receive medication and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

**Biometric Data:**

The pupil's biometric data to be stored and utilised to provide access to the Cunningham's Impact cashless catering, school library books, Cunningham's electronic registration (sixth form) and Paxton door access systems.

**Photograph/Video:**

Photographs and videos of the pupil to be used for promotional or training purposes including on in-school displays, our website, school social media and school prospectuses.

**School Visit:**

The pupil to attend PE fixtures and non-residential, non-adventurous educational visits.